

Event Details

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32901-0000011434	Sell	RFx	1
Event Round	Version		
1	1		
Event Name	GovQA - Public Records Request Software Maintenan		
Start Time	Finish Time		
03/16/2020 08:00:00 CDT	03/27/2020 16:30:00 CDT		

Bidder: PUBLIC EVENT DETAILS

Submit To: Correction
Call for Shipping Information
United States

Contact: Maggie Wilson
Phone: 615/741-1170
Email: Maggie.Wilson@tn.gov

Event Currency: US Dollar
Bids allowed in other currency: No

Event Description

This Invitation to Bid (ITB) is to establish a sole source agency term contract for software subscriptions with the GovQA Public Records Management Platform. WebQA, Incorporated, dba GovQA is the sole source provider of the GovQA Exchange Platform, and specifically, the GovQA FOIA Service component of the platform. This Service includes software and training materials for state and local governments and educational institutions, and helps improve efficiencies, reduce costs and mitigate risk in servicing public records requests. The Tennessee Department of Correction (TDOC) utilizes the platform to process and track public records requests as a part of the Freedom of Information Act (FOIA) and ensure compliance with state and federal laws.

Specifications and terms & conditions are attached.

Agency Contact:
Maggie Wilson
615-741-1170
Maggie.Wilson@tn.gov

READ THE ENTIRE BID, including the Event Details, Specifications, and Terms and Conditions and any other attachments.

If the Review and bid on this event link included in the e-mail notification does not work, please go to https://sso.edison.tn.gov/psp/paprd/SUPPLIER/SUPP/h/?tab=PAPP_GUEST
Log in with your vendor ID and password in order to search bid opportunities.

NOTE: Need help with EDISON? Call the Edison HELP Desk at 866-376-0104 or 615-741-4357

Please do not wait until the last day to POST YOUR BID. The Edison system will sign you out after 30 minutes of inactivity. Your password expires EVERY 90 DAYS. It is the responsibility of the Edison User (bidder/vendor) to maintain their own profile information (Email address, phone numbers, address or contacts) and to continue to keep it current by logging into the Supplier Portal and making changes as needed.

Supplier Portal link: https://sso.edison.tn.gov/oaam_server/oamLoginPage.jsp (Maintain supplier information)

Central Procurement Office Website: <https://www.tn.gov/generalservices/procurement.html>

The website is constantly being updated with information to assist the agencies and vendors; you are encouraged to visit the website frequently.

General Questions

Question	UOM	Best	Worst	Response
I (we) agree to strictly abide by all the statutes and terms contained in the rules of the Department of General Services, Central Procurement Office, which are by reference made a part hereof, in addition to the special terms, conditions and specifications embodied in the invitation to bid.				

IMPORTANT: By Selecting YES, the bidder certifies compliance with the above and further certifies that this bid is made without collusion or fraud.

Yes

Required: Yes Mandatory Response:Yes

Event Details (cont.)

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Response Comments

Please answer yes or no to the following. If YES, describe using additional pages and attach to the Response including any relevant details:

(a) is the Respondent presently debarred, suspended, proposed for debarment, or voluntarily excluded from covered transactions by any federal or state department or agency;

(b) has the Respondent within the past three (3) years, been convicted of, or had a civil judgment rendered against the contracting party from commission of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) is the Respondent presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed above; and

(d) has the Respondent within a three (3) year period preceding the contract had one or more public transactions (federal, state, or local) terminated for cause or default.

Required: Yes Mandatory ResponseNo

Response Comments

Please list the following information:

List the Contract Administrator's Name
List the Contract Administrator's Address
List the Contract Administrator's Phone Number
List the Respondent's Toll Free Phone Number
List the Contract Administrator's Pager or Cell Number
List the Contract Administrator's Email Address
List the Respondent's Website

Required: Yes Mandatory ResponseNo

Event Details (cont.)

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Bidder: PUBLIC EVENT DETAILS

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United States

Contact: Maggie Wilson
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Email: Maggie.Wilson@tn.gov

Event Currency: US Dollar
Bids allowed in other currency: No

Response Comments

Please complete the attached form, included with the Terms and Conditions document, and attach all pertinent documentation regarding your company's efforts to achieve diversity business participation. This information must be submitted with the bid document and monthly thereafter until a reasonable level of diversity business participation is achieved. Confirm below that you have completed this attached form by choosing, "Yes."

Required: Yes Mandatory ResponseNo

Response Comments

We ask that you take a few short minutes to complete this survey. The purpose of this survey is to capture Respondents' assessments of CPO procurement processes. Your responses will remain anonymous, and will have no bearing or consideration on contract award.

<https://www.surveymonkey.com/r/stateoftncpocustomer>

Required: No Mandatory ResponseNo

Response Comments

The Respondent affirms the following statement, as required by the Iran Divestment Act Tenn. Code Ann. § 12-12-111: "By submission of this response, each Respondent and each person signing on behalf of any Respondent certifies, and in the case of a joint response each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each Respondent is not on the list created pursuant to Tenn. Code Ann. § 12-12-106." For reference purposes, the list is currently available online at: <https://www.tn.gov/general-services/procurement/central-procurement-office--cpo-/library-/public-information-library.html>

Required: Yes Mandatory ResponseNo

Event Details (cont.)

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GovQA - Public Records Request Software Maintenanc			
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Bidder: PUBLIC EVENT DETAILS

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Contact: Maggie Wilson
Phone: 615/741-1170
Email: Maggie.Wilson@tn.gov

Event Currency: US Dollar
Bids allowed in other currency: No

Response Comments

Please attach documentation that reflects you are registered with the Department of Revenue for sales and use tax, as stated in the Terms and Conditions. If you are exempt, please provide a copy of the communication from the Department of Revenue supporting this exemption.

Required: Yes Mandatory ResponseNo

Response Comments

Technical Assistance

Enter the name, address, and telephone number of the technician or service representative in the space provided below.

List the Name of the Technician/Service Representative
List the Technician/Service Representative Address
List the Technician/Service Representative Phone Number
List the Technician/Service Representative Toll Free Phone Number
List the Technician/Service Representative Pager or Cell Number
List the Technician/Service Representative Email Address
List the Technician/Service Representative Website

Required: Yes Mandatory ResponseNo

Response Comments

Please read the following and provide the number of hours/minutes: The Contractor shall maintain set(s) of documents, instructions, and procedures which enable the Contractor to respond to accidents, disasters, emergencies, or threats without any stoppage or hindrance in its key operations ("Business Continuity Requirements"). Business Continuity Requirements shall include - Recovery Point Objective ("RPO"). The RPO is defined as the maximum targeted period in which data might be lost from an IT service due to a major incident.

Required: Yes Mandatory ResponseNo

Event Details (cont.)

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Bidder: PUBLIC EVENT DETAILS

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United States

Contact: Maggie Wilson
Phone: 615/741-1170
Email: Maggie.Wilson@tn.gov

Event Currency: US Dollar
Bids allowed in other currency: No

Response Comments

Please read the following and provide the number of hours/minutes: The Contractor shall maintain set(s) of documents, instructions, and procedures which enable the Contractor to respond to accidents, disasters, emergencies, or threats without any stoppage or hindrance in its key operations ("Business Continuity Requirements"). Business Continuity Requirements shall include - Recovery Time Objective ("RTO"). The RTO is defined as the targeted duration of time and a service level within which a business process must be restored after a disaster (or disruption) in order to avoid unacceptable consequences associated with a break in business continuity.

Required: Yes Mandatory ResponseNo

Response Comments

Event Details (cont.)

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United States

Contact: Maggie Wilson
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Event Currency: US Dollar
Bids allowed in other currency: No

Line Details

Line: 1 **Item ID:** **Line Qty:** 36.00 **UOM:** Month **Bid Qty:** 36
Required: Yes **Reserve Price:** No

Description: Monthly subscription to GovQA (FOIA)

Question	UOM	Best	Worst	Response
What is the unit price of this item?				
Required: Yes Mandatory Response: No				

Response Comments

Event Details (cont.)

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Event Currency: US Dollar
Bids allowed in other currency: No

Bidder: PUBLIC EVENT DETAILS

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Call for Shipping Information
United States

Contact: Maggie Wilson
Phone: 615/741-1170
Email: Maggie.Wilson@tn.gov

Bidder Information

Firm Name:		
Name:	Signature:	Date:
Phone #:	Fax #:	
Street Address:		
City & State:	Zip Code:	
Email:		

Event Details (cont.)

PeopleSoft Strategic Sourcing

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32901-0000011434	Sell	RFx	8
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GovQA - Public Records Request Software Maintenance			
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03/16/2020 08:00:00 CDT		03/27/2020 16:30:00 CDT	

Bidder: PUBLIC EVENT DETAILS

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United States

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Event Currency: US Dollar
Bids allowed in other currency: No

Appendix A - Line Specifications

Line: 1 **Item ID:** **Line Qty:** 36 **UOM:** Month
Description: Monthly subscription to GovQA (FOIA)

Item Specifications

Manufacturer:		
Mfg Item ID:		
Item Length:	0	Item Height: 0
Item Width:	0	Dimension UOM:
Item Volume:	0	Volume UOM:
Item Weight:	0	Weight UOM:
Item Size:		Item Color:

Shipping Information

Schedule: 1	Ship To: TDOC-CENTRAL OFFICE
Quantity: 3	320 SIXTH AVENUE N
Due Date: 03/14/2020	RACHEL JACKSON BLDG
Freight Terms:	NASHVILLE TN 37243
Ship Via: Best Option Available	United States
Schedule: 2	Ship To:
Quantity: 33	
Due Date: 03/14/2020	
Freight Terms:	
Ship Via:	

Event Details (cont.)

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Appendix B - Terms & Conditions

1. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operation of this organization to the best of my knowledge and is in no way misleading.
2. Should any data change in the future, the Supplier agrees to immediately submit the correct information electronically through the State's Supplier Portal.

If the information will be submitted in writing please mail to the following address:

Department of Finance and Administration
312 Rosa L. Parks Ave.
21st Floor Tennessee Tower
ATTN: Supplier Maintenance
Nashville, TN 37243
3. No person on the grounds of handicap or disability, age, race, color, religion, sex, national origin, creed, or any other classification protected by Federal and/or Tennessee State constitutional and/or statutory law shall be excluded from participation in, or denied benefits of, or be otherwise subjected to discrimination in the performance of the Contract or in the employment practices of the Contractor. The Contractor shall, upon request, show proof of such non-discrimination, and shall post in conspicuous places, available to employees and applicants, notices of non-discrimination.

Last Updated: 08/30/2016